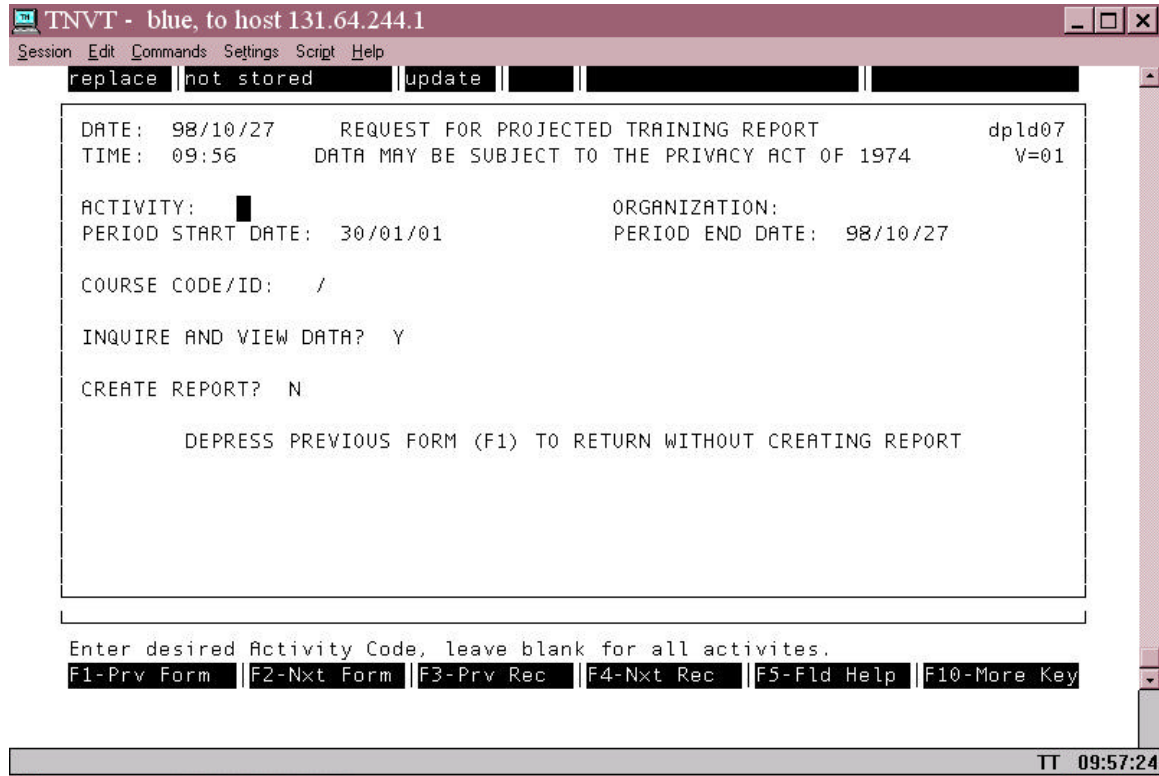


**PROJECTED TRAINING REPORT (DPLD07)**


TNVT - blue, to host 131.64.244.1

replace not stored update

DATE: 98/10/27 REQUEST FOR PROJECTED TRAINING REPORT dpld07  
 TIME: 09:56 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

ACTIVITY: ORGANIZATION:  
 PERIOD START DATE: 30/01/01 PERIOD END DATE: 98/10/27

COURSE CODE/ID: /

INQUIRE AND VIEW DATA? Y

CREATE REPORT? N

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all activities.

F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

TT 09:57:24

- a. This screen can be accessed by selecting Option 20 from the REPORT MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Enter the Period Start Date and the Period End Date. A past date may be input for the Period Start Date so that past due information will be displayed on the report. If a Period End Date is not entered, the date will default to the current date (the date the report is requested).
- d. The report may be requested for a specific course by entering the Course Code and Course ID, for all courses by leaving the Course Code and Course ID fields blank or for all of a particular type of course by entering the Course Code and an \*.

**PROJECTED TRAINING REPORT INQUIRY SCREEN (DPLC07)**

- e. To perform an Inquiry, enter a 'Y' in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- f. If an Inquiry is NOT desired, enter an 'N' in the Inquire and View Data field. Enter a 'Y' in the Create Report field and depress ENTER to process the report.

NOTE: The totals for the number of employees a course is assigned to appear on the Inquiry Screen after the last record for that particular Course Code/ID.

### **PROJECTED TRAINING REPORT (DPLD07)**

This report provides a listing of employees who require specific training (within a regulatory timeframe), the Skill Established Date and the date the training is required. A past date may be input for the Period Start Date so that past due information will also be displayed on the report. Employing Activity totals are provided for the total number of employees requiring each course.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by Course.
- c. **Use:** The Training Office may use this report to provide a list and the number of employees who require training in a specific course within a regulatory timeframe.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

### **PROJECTED TRAINING REPORT (DPLD07)**